

State of Rhode Island  
Department of Administration

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Financial Officers  
State Departments and Agencies

**DATE:** July 1, 2002

**FROM:** Helen Christy, Assistant Director  
Division of Purchases

**SUBJECT: FY 03 ACCOUNTING**

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Since FY 03 accounts are now available, effective Friday, July 5, 2002, requisitions for Open Market Purchases without encumbered funds will be returned to agencies for correction.

ALL requisitions without FY 03 accounts will be returned.

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CFO:03-02